EOC INVESTMENT JUSTIFICATION TEMPLATE

Investment Justification Overview

As part of the application process, EOCs must develop a formal Investment Justification that addresses each initiative being proposed for funding. State, local, and tribal EOCs must complete this template and provide it to the respective SAA per the SAA's guidelines. These Investment Justifications must demonstrate how the selected review criteria and proposed EOC project information will improve emergency management and preparedness capabilities as outlined in the FY 2008 EOC Grant Program Guidance and Application Kit. For each project, complete the template as shown below and address the following categorical areas:

EOCs may propose only one construction or renovation investment and <u>must</u> use the FEMA-provided investment justification template. Applicants must abide by the page limitations noted in each section of the Investment Justification template.

FY 2008 EOC Grant Program applicants must provide information in the following categories for the proposed Investment:

I.   Background
I.A.   Investment Abstract
I.B.   Needs Assessment Description
II.   Investment Impact
III.   Pre-Existing Planning
IV.   Funding and Implementation Plan
IV. A. Investment Funding Plan
IV. B. Investment Challenges
IV. C. Management Team Description
IV. D. Investment Funding Resources
IV. E. Investment Timeline and Milestones

FY08 EOC Grant Program Investment Justification Template

Investment Heading	
Emergency Operations Center Applicant Name:	
FY 2008 EOC Grant Program Project Name:	
Investment Phase – Construction or Renovation:[1]	

---

[1] "Construction" as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while "renovation" refers to internal improvement to an existing facility."

Investment Amount[2]	$
Grantee Match Requirement: Describe how the 25% program match requirement for the FY 2008 EOC Grant Program award will be met	

I.   Background

Note: The information in section **I.A.** provides background and context for the Investment requested. Section **I.B.** represents an evaluation of a needs assessment used by FEMA for rating individual Investment proposals.

I.A. Provide a brief abstract for this Investment.	
Response Type	Narrative
Page Limit	**Not to exceed a ½ page**
Response Instructions	Describe, at a high level, what will be implemented and what will be accomplished by this Project Investment.
Response	

I.B. Provide a needs assessment description for the Project, focusing on the outlined areas.	
Response Type	Narrative
Page Limit	**Not to exceed 1 page**
Response Instructions	- Certification that a facility assessment has been conducted, including: - Date of assessment and - Conductor of assessment; - Outline how the project will address the identified deficiencies or needs identified in the assessment
Response	

---

[2] An EOC may request up to $1,000,000 for a construction project or up to $250,000 for a renovation project.

II.　　Investment Impact

II. Describe how the project efficiently enhances EOC capabilities	
Response Type	Narrative
Page Limit	**Not to exceed a ½ page**
Response Instructions	• Describe how the project will enhance emergency management capabilities for the State, local, or tribal applicant • Describe how the project will accomplish this in a cost effective manner
Response	

III.　　Pre-Existing Planning

III. Describe any pre-existing planning efforts that have been conducted for this Investment.	
Response Type	Narrative
Page Limit	**Not to exceed ½ page**
Response Instructions	• Description of any pre-existing planning that has taken place relative to the deficiencies noted in the facility assessment, including: 　o Architectural plans developed 　o Permits in Place • Description of any pre-existing planning that has taken place relative to the proposed project • Description of hazard-resistance design guidance utilized as part of the pre-existing planning, such as but not limited to 　o FEMA 426/452 for identifying and mitigating man-made and terrorist threats 　o FEMA 361 and FEMA 543 for identifying and mitigating flood and wind hazards 　o FEMA 310 (ASCE 31) and FEMA 356 for identifying and mitigating seismic hazards • Description of any current activities that have taken place relative to rectifying the identified deficiencies or needs identified in the assessment
Response	

IV.   Funding and Implementation Plan

IV.A. Investment Funding Plan.	
Response Type	Numeric and Narrative
Page Limit	**Not to exceed 1 page**
Response Instructions	• This section will focus solely on the amount funds being requested for this construction or renovation project (**up to $1,000,000 for construction projects or up to $250,000 for renovation projects).** • Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment. • **Applicants must complete and attach SF 424 C: Budget Information – Construction Programs available at:** **http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1** • **Submittal of the 424C by applicants will not count towards the 1-page limitation identified in this section** *Note: Investments will be evaluated on the expected impact on security relative to the amount of the Investment (i.e., cost effectiveness).*
Response	

IV.B. Identify up to five (5) potential challenges to the effective implementation of this Investment.	
Response Type	Narrative
Page Limit	**Not to exceed a ½ page**
Response Instructions	• For each identified challenge, provide a brief description of how the challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low); • The response should focus on the implementation only; • Consider the necessary steps and stages that will be required for successful implementation of the Investment; • Identify areas of possible concern or potential pitfalls in terms of Investment implementation; and, • Explain why those areas present the greatest challenge to a successful Investment implementation.
Response	

IV.C.	**Describe the management team, including roles and responsibilities, that will be accountable for the oversight and implementation of this Investment, and the overall management approach they will apply for the implementation of this Investment.**
Response Type	Narrative
Page Limit	**Not to exceed a ½ page**
Response Instructions	• Explain how the management team members will organize and work together in order to successfully manage the Investment.
Response	

IV.D.	**Discuss funding resources beyond the FY 2008 EOC Grant Program that have been identified and will be leveraged to support the implementation and sustainment of this Investment.**
Response Type	Narrative
Page Limit	**Not to exceed a ½ page**
Response Instructions	• In addition to the required cash or - in - kind match, discuss other funding sources (e.g., non-FY 2008 EOC Grant Program funds, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this Investment; • If no other funding resources have been identified beyond the required cash match, or if none are necessary, provide rationale as to why the requested FY 2008 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment.
Response	

IV.E.	**Provide a high-level timeline, milestones and dates, for the implementation of this Investment. Possible areas for inclusion are: major acquisitions or purchases, and management and administration updates. Up to 10 milestones may be provided.**
Response Type	Narrative
Page Limit	**Not to exceed ½ page**
Response Instructions	• Only include major milestones that are critical to the success of the Investment; • While up to 10 milestones may be provided, applicants should only list as many milestones as necessary; • Milestones are for this discrete Investment – those that are covered by the requested FY 2008 EOC Grant Program funds and will be completed over the period of performance for the grant; • Milestones should be kept to high-level, major tasks that will

	need to occur;
	• Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;
	• Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and,
	• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).
Response	